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Law

**AUTOMATED LEGAL INFORMATION
SERVICES AND LIBRARY SYSTEM**

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This instruction implements AFPD 51-1, *The Judge Advocate General's Department*; Department of Defense (DoD) Directive 5160.64, *Federal Legal Information Through Electronics (FLITE) and the Defense Emergency Authorities Retrieval and Analysis System (DEARAS)*, July 9, 1991, with Change 1. This instruction assigns legal automation responsibilities to the Legal Information Services Directorate of the Air Force Legal Services Agency (AFLSA/JAS) and Air Force legal offices. It provides procedural guidance for complying with operational and security requirements concerning procurement, maintenance, operation, transfer, and disposal of computer systems for use in Air Force legal offices. It also provides guidance and procedures concerning the operation of Air Force law libraries. It describes the Worldwide Automated Law Library System (WALLS) and explains the concept of the core law library system. The term major command (MAJCOM), as used in this instruction, includes field operating agencies. **Attachment 1** lists the references, abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This is the initial publication of AFI 51-105, substantially updating and combining AFR 110-16 and AFR 110-37, and establishing the core library system (paragraph **2.18**).

Chapter 1

LEGAL AUTOMATION

Section 1A—Responsibilities

1.1. The Judge Advocate General's Department (TJAGD). TJAGD owns all automated equipment and software it supplies to Air Force legal offices. TJAGD provides this equipment and software as part of Air Force or DoD standard systems.

1.2. AFLSA/JAS. JAS has primary responsibility within TJAGD for legal automation. AFLSA/JAS:

1.2.1. Is executive agent for DoD in the operation, maintenance, and continuous development of the DEARAS.

1.2.2. Is executive agent for DoD in the operation, maintenance and continuous development of the Federal Legal Information Through Electronics (FLITE). FLITE:

1.2.2.1. Creates and maintains full-text, on-line, retrievable databases of legal and related information which has research value within the DoD.

1.2.2.2. Provides computer-assisted legal research (CALR) services and on-line interactive search capabilities to all federal government agencies.

1.2.2.3. Produces computer-generated research tools and CD-ROM products, such as indices, digests, citators, and other products having research value within DoD.

1.2.2.4. Provides advisory service on CALR to other government agencies.

1.2.3. Operates and supports the Armed Forces Claims Information Management System (AFCIMS).

1.2.4. Plans and implements data automation initiatives for legal offices.

1.2.5. Plans, evaluates, and acquires office automation hardware and software for Air Force legal offices.

1.2.6. Manages and controls all hardware and software acquired for Air Force legal offices as the standard systems manager.

1.2.7. Is the sole disposition authority for local area network (LAN) systems provided by TJAGD.

1.2.8. Is the Small Computer Technical Center for AFLSA and TJAGD regarding specialized TJAGD computer programs.

1.2.9. Operates other specialized automated information system (AIS) programs for TJAGD.

1.3. MAJCOM Staff Judge Advocates (SJA):

1.3.1. Are the disposition authorities for all TJAGD computer equipment, with the exception of LAN systems.

1.3.2. Transfer or relocate TJAGD computer equipment among any of their subordinate offices.

1.4. SJAs or Their Functional Equivalents:

1.4.1. Are responsible for properly configuring, accounting for, and securing all legal office computer assets.

1.4.2. Appoint, in writing, an office computer systems manager (CSM), a computer systems security officer (CSSO), and an equipment custodian (EC), according to AFI 33-202, *Computer Security Program*, and comply with the requirements of the *Standard Operations Manual for TJAG Office Computer Systems*.

1.5. Legal Office CSMs:

1.5.1. Comply with the provisions of AFI 33-202 and the requirements of the *Standard Operations Manual for TJAG Office Computer Systems*.

1.5.2. Must properly configure, operate, maintain, and procure TJAGD AIS equipment and software.

1.5.3. Ensure that no modifications, additions, or interfaces to AIS systems impair or limit the capabilities of JAS-distributed equipment and software.

1.5.4. Train all office personnel on use of AIS equipment and software in accordance with **Attachment 2** to this instruction and AFI 33-204, *C⁴ Systems Security Awareness, Training, and Education (SATE) Program*.

1.6. Legal Office CSSOs:

1.6.1. Comply with the provisions of AFI 33-202 and the *Standard Operations Manual for TJAG Office Computer Systems*.

1.6.2. Immediately report all incidents involving viruses, malicious software, computer security violations, or unauthorized access to Air Force data to the Field Support Division (AFLSA/JASF), 150 Chennault Circle, Maxwell AFB AL 36112-6148, and to the Air Force Information Warfare Center, Engineering Analysis Countermeasures (AFIWC/EAC), 250 Hall Boulevard, Suite 367, Kelly AFB TX 78243-7063, in accordance with AFI 33-202.

1.6.3. Are the Network Managers and Network Security Managers and comply with the provisions of AFI 33-202.

1.6.4. Perform password management according to AFI 33-202.

1.7. Legal Office Computer ECs:

1.7.1. Use the TJAGD Resource Allocation Management System (RAMS) to maintain inventory and accountability of the age, specifications, and procurement source (local or JAS) for office AIS equipment.

1.7.2. Place all office AIS equipment on local communications squadron accountability records and advise Resource Management (AFLSA/JASR), 150 Chennault Circle, Maxwell AFB AL 36112-6148, of any inventory discrepancy.

1.8. Users of Legal Office AIS Equipment:

1.8.1. Comply with the requirements of AFI 33-202, the *Standard Operations Manual for TJAG Office Computer Systems*, and all local computer security and operations procedures.

1.8.2. Ensure no one uses AIS equipment in violation of the Uniform Code of Military Justice or DoD Directive 5500.7, *Standards of Conduct*, August 30, 1993.

Section 1B—Administration and Operation

1.9. Standard Computer Configurations. Normally install the standard computer configurations on all TJAGD computer systems to provide users with a common ground for using and understanding the computer system and the ability to share data with other remote users.

1.10. Privileged and Sensitive Information. Information maintained on computers may include privileged attorney-client information, Privacy Act information, and information For Official Use Only. Protect the integrity and accuracy of this data against unauthorized access or disclosure. All users must maintain proper configuration management and physical security of the equipment itself to ensure the protection of this information. Use password-protected files and directories for sensitive information.

1.11. Protection of "Sensitive Unclassified Information":

1.11.1. Install and use the TJAG Security Program on all computers.

1.11.2. Only the CSSO and the senior user will have the highest level of access that allows adding and deleting users and changing passwords.

1.11.3. Users must clearly identify and label all data storage devices, including but not limited to Central Processing Unit cases, diskettes, CD-ROMs, and tape back-ups when maintaining Privacy Act or For Official Use Only material.

1.11.4. Users must maintain attorney-client privileged information in such a way that unauthorized personnel cannot access it. Users should minimize storing or transmitting any privileged or sensitive information on LAN systems, especially LAN systems not administered by legal office personnel. SJAs or their functional equivalents must not permit outside agencies to inspect attorney-client privileged files on AIS equipment.

1.12. AIS Equipment Accreditation. The Designated Approving Authority (DAA) must ensure all AIS equipment must be accredited prior to use. The DAA grants "type accreditation" for hardware and software systems.

1.12.1. The DAA for AFLSA is the Commander, AFLSA, who has delegated DAA authority to the Director, AFLSA/JAS, for all Directorates within AFLSA, including circuit trial judiciary and area defense counsel (ADC) offices. AFLSA/JAS performs the basic risk analysis and configuration control before accrediting the hardware systems and software applications with DAA type accreditation.

1.12.2. Offices outside of AFLSA obtain local DAA accreditation and permission to operate by:

1.12.2.1. Setting up hardware and software systems according to the *Standard Operations Manual for TJAG Computer Systems* and applicable owners' manuals and instructions.

1.12.2.2. Performing a risk analysis under AFI 33-202.

1.12.2.3. Implementing a local computer security plan according to AFI 33-202 and the *Standard Operations Manual for TJAG Computer Systems*.

1.12.2.4. Presenting AFLSA/JAS DAA type accreditations and documentation of a local computer security plan to the Base C⁴ Systems Security Office (BC⁴SSO) for formal approval and certification to operate according to the procedures of AFI 33-202.

1.12.3. Failure to comply with the configuration and security procedures cited in this instruction renders AFLSA/JAS DAA type accreditation null and void.

1.13. Maintaining Reference Materials. Each legal office must maintain, in clearly marked binders, all manuals and guides distributed by AFLSA/JAS and by separate hardware and software manufacturers to assist personnel in the day-to-day operation of AIS equipment. Individual copies of reference information should be made available to all office users. Each user must have a copy of all local office computer procedures and protocols.

Chapter 2

AIR FORCE LAW LIBRARIES

Section 2A—Responsibilities

2.1. The Commander, AFLSA:

- 2.1.1. Establishes general policies for core law library system.
- 2.1.2. Budgets for core law library system and other centralized law library purchases.

2.2. The Director, Worldwide Automated Law Library System (DWALLS):

- 2.2.1. Establishes specific policies and procedures for core law library system and WALLS.
- 2.2.2. Provides guidance and supervision of all Air Force law libraries.
- 2.2.3. Determines materials and prioritization for core law library system.
- 2.2.4. Centrally orders core law library system materials and directs other law library purchases.
- 2.2.5. Tracks book orders and acts as liaison with publishers.
- 2.2.6. Coordinates transfers of excess law library materials, including materials from closed offices or bases.
- 2.2.7. Assigns book numbers to centrally purchased materials and law library numbers.

2.3. MAJCOM SJAs:

- 2.3.1. Appoint Law Library Accountable Officers (LLAO) for MAJCOM to serve as the contact between DWALLS and base LLAOs. Send copy of appointment letter to DWALLS.
- 2.3.2. Manage MAJCOM law library.
- 2.3.3. Coordinate on requests for additions to core law library system or other requests for centralized purchase of library materials.
- 2.3.4. At DWALLS request, survey command law offices to find out whether other offices can use excess law library publications.

2.4. Other SJAs and Their Functional Equivalents:

- 2.4.1. Appoint LLAOs. Send copy of appointment letter to DWALLS and to MAJCOM.
- 2.4.2. Budget for purchase of additional law library materials.
- 2.4.3. Maintain library resources in good condition.
- 2.4.4. Follow Report of Survey (ROS) procedures in handling missing, damaged, or destroyed library materials when appropriate.

2.5. LLAOs:

- 2.5.1. Maintain records and conduct inventories as required by this AFI and local procedures.

2.5.2. Dispose of nonserviceable or obsolete publications, as provided by this AFI.

Section 2B—Administration and Operation

2.6. Maintaining Law Libraries. Each Air Force legal office will maintain a law library, consisting of law books, periodicals, and other materials for the use of Air Force attorneys. Law libraries contain core law library materials centrally purchased through WALLS, other centrally purchased materials, locally purchased materials, or materials purchased for or donated by other organizations or individuals.

2.7. Receipt of Library Materials. LLAOs will:

2.7.1. Create or update an AF Form 1025, **Law Library Shelflist**, or a locally developed computer application which contains the same information.

2.7.2. Prepare a shelflist card or a computer entry for each individual book, set of books or reporters, or periodicals.

2.7.3. Annotate the card or the computer entry to show the number of volumes on hand, the number of sets, and the date that each volume of supplemental material was received.

2.7.4. Update the card or computer entry when making changes to the item, such as posting updates to a loose-leaf publication, replacing softcover items with a bound volume, or disposing of materials. Maintain the card or the data for at least one year following disposition.

2.7.5. File the cards alphabetically by title.

2.8. Reconciling Ordered Material:

2.8.1. DWALLS will send LLAOs information containing the title, publisher, book number, contract number, date of the order, and a time period during which the centrally purchased material should arrive.

2.8.2. LLAOs will notify DWALLS if the material is not received by the indicated date.

2.8.3. LLAOs will advise DWALLS immediately, in writing, of any discrepancy between what was ordered and what was received. This notification must contain the book number, title, and publisher of the affected material, and a description of the problem.

2.9. Publisher Correspondence. Send all renewal notices, bills, and cancellation notices for centrally purchased material to DWALLS for action.

2.10. US Government Property. All publications in the law library are US Government property. LLAOs must stamp each book on the inside cover and on the front edge of the pages with the words "US Government property." Stamp periodicals on the front cover.

2.11. Inventories. As US Government property, library materials must be kept secure. Thus, LLAOs will conduct a complete inventory of the library:

- Annually, in September.
- Upon a change in LLAOs.
- As directed by DWALLS, the MAJCOM SJA, or the local SJA or head of the legal office.

2.11.1. If a complete inventory has been conducted within 60 days before a required inventory, the SJA or functional equivalent may waive the requirement for a complete inventory.

2.11.2. Prior to the September inventory or upon request, DWALLS will provide LLAOs a computerized inventory of centrally purchased materials. LLAOs should compare their centrally purchased materials against this inventory.

2.11.3. Send the results of the inventory to DWALLS.

2.12. Missing, Damaged, or Destroyed Library Materials. If the inventory reveals missing, damaged, or destroyed library materials, the SJA or head of the legal office will initiate a ROS, if appropriate.

2.12.1. Notify DWALLS of missing, damaged, or destroyed centrally purchased materials. DWALLS will update the computerized inventory of materials.

2.12.2. Send a copy of the completed ROS to DWALLS.

2.13. Excess Current Materials. Report excess materials to DWALLS.

2.14. Obsolete or Nonserviceable Materials. Report these materials to DWALLS. After DWALLS approval, turn obsolete or nonserviceable bound materials in to the local Defense Reutilization and Marketing Office for disposal. Throw away obsolete or nonserviceable paperback materials.

2.15. Transferring Materials. Contact DWALLS for disposition instructions when transferring materials between libraries.

2.16. Closure of Legal Offices. MAJCOM legal offices will notify DWALLS at least 12 months prior to closure of a legal office. DWALLS will then provide guidance on how to dispose of library materials.

2.17. Correspondence with DWALLS. Send letters to DWALLS to Director, Worldwide Automated Law Library System (AFLSA/CCIW), 172 Luke Avenue, Suite 343, Bolling AFB DC 20332-5113. Include the LLAO's name, DSN telephone number, law library number, and book number, if known, in all letters.

Section 2C—Core Law Library System

2.18. The Core Law Library System. This system consists of prioritized lists of basic sets of law materials designed for different types of Air Force legal offices. DWALLS will centrally purchase these materials.

2.19. Application of Core Law Library System. The core law library system applies to law libraries in base legal offices in the United States and overseas, MAJCOM and numbered air force legal offices, ADC offices, circuit trial judiciary offices, and medical law consultant offices.

2.20. Additional Specialized Materials. Certain legal offices will receive additional contract and environmental law materials when the material is mission-essential.

2.21. Reviewing Law Library Materials. All legal office personnel should review law library materials for suitability and suggest additions or deletions to the core law library system when appropriate.

2.21.1. Send suggestions to DWALLS through channels. Suggestions should contain the title, author, publisher, publisher telephone number and cost, if available, and justification for purchase.

2.22. Form Prescribed. AF Form 1025, **Law Library Shelflist**.

NOLAN SKLUTE, Maj General, USAF
The Judge Advocate General

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

Section AIA--References

DoD Directive 5160.64, *Federal Legal Information Through Electronics (FLITE) and the Defense Emergency Authorities Retrieval and Analysis System (DEARAS)*, July 9, 1991, with Change 1

DoD Directive 5500.7, *Standards of Conduct*, August 30, 1993

AFPD 51-1, *The Judge Advocate General's Department*

AFI 33-202, *Computer Security Program*

AFI 33-204, *C⁴ Systems Security, Awareness, Training, and Education (SATE) Program*
Standard Operations Manual for TJAG Office Computer Systems

Uniform Code of Military Justice

Section AIB--Abbreviations and Acronyms

ADC—Area Defense Counsel

AFCIMS—Armed Forces Claims Information Management System

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AIS—Automated Information System

BC⁴SO—Base C⁴ Systems Security Office

CALR—Computer-Assisted Legal Research

CSM—Computer Systems Manager

CSSO—Computer Systems Security Officer

DAA—Designated Approving Authority

DEARAS—Defense Emergency Authorities Retrieval and Analysis System

DoD—Department of Defense

DWALLS—Director, Worldwide Automated Law Library System

EC—Equipment Custodian

FLITE—Federal Legal Information Through Electronics

LAN—Local Area Network

LLAO—Law Library Accountability Officer

MAJCOM—Major Command

RAMS—Resource Allocation Management System

ROS—Report of Survey

SJA—Staff Judge Advocate

TJAG—The Judge Advocate General

TJAGD—The Judge Advocate General's Department

WALLS—Worldwide Automated Law Library System

Attachment 2

TRAINING AND INSPECTION REQUIREMENTS

A2.1. Weekly Requirements. At a minimum, the legal office CSM will back up all standard system files (such as AFCIMS files) and all data maintained on stand-alone computers. If possible, backup standard system data daily.

A2.2. Quarterly Requirements:

A2.2.1. The legal office EC must log into RAMS and perform an office inventory and inspection, update the information, and forward a copy of the data to AFLSA/JASR.

A2.2.2. The legal office CSSO must review and update LAN system passwords.

A2.3. Semiannual Requirements. The legal office CSM will conduct or coordinate skills and security training for all office staff members.

A2.3.1. Skills training will cover uses and applications of current TJAGD and office-owned programs and office procedures for deleting excess and old files from hard drives. Training will include individualized instruction at each user's workstation.

A2.3.2. Security training will cover proper LAN use, hardware and software security precautions, password protection, and notification sequence if users detect viruses, malicious software, computer security violations, or unauthorized access to Air Force data.

A2.4. Ongoing Requirements:

A2.4.1. The legal office CSM will fully train new legal office personnel in the use of AIS equipment, security measures, and protocols before they are allowed access.

A2.4.2. The legal office CSSO will review password and security maintenance when office users no longer work in the office.